



# Abstract Submission Manual

## How to submit an abstract?

**Step 1:** Go to the CamTESOL Website: [www.camtesol.org](http://www.camtesol.org)

- If you have already created a CamTESOL account, please type in your email and password, and then click **Login**.
- Otherwise, please click **Create an account?** if you are a new user.

**Step 2:** In **Abstract and Presentation**, click **Submit an abstract for the CamTESOL Conference**.

**Step 3:** Fill in your information carefully.

**Step 4:** For the numbers of speakers, please select:

- 1 (one): If you are a solo presenter.
- 2 (two): If you have one other co-presenter.
- 3 (three): If you have two other co-presenters.

**Step 5:** Click **Submit**.

**Step 6:** After submitting, you will receive an email with a presentation code. You can share the code with your co-presenter(s) to join your presentation. You will get a confirmation email after they use the code to join. Please click **"OK"** to view the summary of your submission.



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## How to join a presentation?

**Step 1:** Go to the CamTESOL Website: [www.camtesol.org](http://www.camtesol.org)

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- Otherwise, please click **Create an account?** if you are a new user.

**Step 2:** After you log in **Abstract and Presentation**, look for **Join Presentation(s)**.

2.1: Type in the **Presentation Code** which you can get from your co-presenter who has already submitted the abstract and click **Search**.

2.2: You will see the information of Abstract Submission including your co-presenter's name. Then, click **Join**.

2.3: Please fill in your information carefully and click **Join** at the bottom of the form.

2.4: After you join the presentation, you will receive a confirmation email regarding your joining the presentation.

Please click **"OK"** to view the summary of your join presentation/submission.